

Transportation by Personal Vehicle

If a state employee chooses to use a personal vehicle, actual mileage is reimbursable. Mileage is measured from the duty station or point of departure—whichever is closer to the destination—to the destination (and return). In accordance with the agency's policies, a state employee shall be reimbursed at a rate that does not exceed the business standard mileage rate set by the Internal Revenue Service (**56 cents per mile effective April 1, 2021**) when using their personal vehicle for state business.

Employees cannot be reimbursed for mileage from home to duty station.

Questions about mileage, please contact the Travel Office lwheatley@email.wcu.edu.

Ride Sharing

It is the policy of the University to limit the number of vehicles for which mileage expense is to be incurred by the University to the minimum necessary to transport multiple business travelers to a common destination with reasonable regard for safety, comfort, and efficiency.

The precise number of vehicles that can be justified will vary according to type of vehicle available (e.g., van, sedan, station wagon); number of travelers; distance to be traveled; vicinity travel required at the destination; compatibility of travelers' departure and return schedules; and other pertinent variables. However, both the traveler and those who authorize the travel bear responsibility for assuring that the number of vehicles used and the consequent expenses incurred reflect observance of the University policy stated above.

When multiple passengers undertake approved business travel in a private vehicle, only one may claim reimbursement for mileage.

Transportation by a Rental Vehicle

If using a rental vehicle for either in-state or out-of-state travel, employees shall use the State's term contracts when available.

Unless prior approval has been obtained from the agency head or their designee, the state employee shall bear the difference in cost when renting a vehicle from a class that exceeds the cost of a standard vehicle on the State's term contract for short-term vehicle rentals. No reimbursement will be made for rental insurance purchased because state employees are covered under the State's auto insurance program. However, reimbursement for automobile rental insurance will be permitted for individuals engaged in state business during travel to international destinations. Rental vehicles are not authorized for personal use. NO OPTIONAL EXTRAS, NO INSURANCE, EXTRA DRIVER, ROADSIDE ASSISTANCE, NAVIGATION, or CAR SEAT charges will be reimbursed. Itemized receipt must have name of the card holder (must match the name on the reimbursement request), type of payment method, last four digits of the card number, and the balance due should show that the expense has been paid in full.

Non-state Employee Riders

Non-state employees may accompany state employees when they have a business interest in the purpose of the trip and their presence is related to state business.

Students of state universities, colleges, and institutions may be passengers to attend athletic events and other activities officially sanctioned by the institution, provided the proper account is reimbursed at the standard mileage cost rate by the student activity fund involved.

Spouses and children of state employees may accompany them if space is available, and all travel is strictly for official state business.

Hitchhikers are not permitted.

Transportation by State Vehicle at Destination

At the employee's destination, state-owned vehicles may be used prudently for travel to obtain meals and for de-minimis personal purposes. Examples of de-minimis personal travel would include stopping for lunch, picking up a prescription at a pharmacy, and related errands. No common carrier or public transportation fares are reimbursable on a trip on which an employee uses a state-owned vehicle, unless it is shown that such transportation was more economical in a particular situation.

Repairs

If a Motor Fleet Management vehicle (sedans and station wagons) requires repairs, prior authorization for repair must be obtained from Motor Fleet Management in Raleigh by calling toll-free 1-800-277-8181 twenty-four hours a day with the details of the maintenance and an estimate of the cost. There is no preset minimum or maximum allowance for costs of repair. Properly authorized charges for maintenance or repairs should be billed to Motor Fleet Management for payment.

At any time that a University van requires repairs that exceed a cost of \$100.00, the driver must call the University Motor Pool (828-227-7224) to obtain permission for repairs.

Commuting

No reimbursement shall be made for the use of a personal vehicle in commuting from an employee's home to his duty station. (No mileage reimbursement is allowed to employees on "call back" status.) For the State's policy on compensation to employees on "call back" status, see the [State Human Resources Manual](#).

Reimburse State for Commuting in State-owned Vehicle

Every individual who uses a state-owned passenger motor vehicle, pickup truck, or van to drive between the individual's official work station and his or her home, shall reimburse the State for these trips at a rate computed by the Department of Administration.

Among the vehicles with exceptions, the provisions of this rule do not apply to clearly marked police and fire vehicles or unmarked law-enforcement vehicles used in undercover work and operated by full-time sworn law enforcement officers whose **primary duties** include carrying a firearm, executing search warrants, and making arrests.

The rate of reimbursement shall approximate the benefit derived from the use of the vehicle as prescribed by federal law and shall be determined by the Department of Administration. Reimbursement shall be for 20 days per month regardless of how many days the individual uses the vehicle to commute during the month. Reimbursement shall be made by payroll deduction each month from the employee's check and deposited as a refund of expenditure to the fund/center and account where the motor fleet bill is paid.

Parking, Tolls, Fees, and Fines

Parking fees, tolls, and storage fees are reimbursable while conducting official state business as long as such expenses are determined reasonable and clearly show that there was care taken to keep the costs to the State as low as possible. Receipts are required for reimbursement of these expenses. *Valet Parking is a personal charge if self-parking is available.*

Fines for traffic and parking violations are the responsibility of the state employee. Agency heads, or their designees, may grant internal agency exceptions to this policy if an agency has a unique clearly documented business need that is not directly addressed by this OSBM policy. These exceptions are public records and shall be made available upon request by OSBM staff, auditors, or interested third parties.

Vehicle Fuel

Gas receipts are not to be used in lieu of mileage. The only time gas receipts are an allowable expense, is when a rental vehicle is used, (indicate this on receipt.) In rare occasions, gas can be reimbursed with prior approval from the travel office. Note: facility vehicles have a State gas card for use. *All gas receipts must be itemized (Date, number of gallons purchased, and amount paid).*

Uber/Taxi/Shuttle/Toll

Please provide a receipt that shows fare charge, taxes, and fees. Listed below are the accepted tip amounts for reimbursement:

- Airports: Baggage Handling/Skycaps = no more than \$2.00 per bag; Shuttle Drivers = no more than \$2.00 per bag.

- Parking/Auto Related: Valets = \$2.00 per car when collecting the car; Taxi or car service drivers = no more than \$5.00 per trip

Bus and Train Service

Reimbursement for rail and bus fare is limited to economy fare and an itemized receipt is required.

Travel to/from Airport or Car Rental at Employee's Duty Station

Reimbursement for travel between the employee's duty station or home (whichever is less) and the nearest airline terminal, train/bus station, or car rental provider may be made under the following circumstances. For travel by:

- Taxi, car service, mobile phone ordered car service, or Airport Shuttle - actual costs with receipts.
- Private Car - the business standard mileage rate set by the Internal Revenue Services for a maximum of two round trips with no parking charge, or for one round trip with parking charges. Receipts are required for parking claims.
- Use of Public Transportation – In lieu of using a taxi or airport shuttle, employees can be reimbursed without receipts \$5.00 for each one-way trip either from the airport to the hotel/meeting or from the hotel/meeting to the airport, or the actual cost of the travel with the submission of receipts.

Travel to/from Airport at Employee's Destination

Reimbursement for travel to and from the airline terminal (or train/bus station if applicable) at the employee's destination may be made where travel is via most economical mode available as listed below:

- Taxi, car service, mobile phone ordered car service, or Airport Shuttle service – actual costs with receipts.
- Rental Vehicles - may be used with the prior approval of the agency head or their designee (receipt required).
- Use of Public Transportation – In lieu of using a taxi or airport shuttle, employees can be reimbursed \$5.00 for each one-way trip either from the airport to the hotel/meeting or from the hotel/meeting to the airport, or the actual cost of the travel with the submission of receipts.

Travel Involving Trips Other than to and from the Airport

The actual costs of taxi and shuttle service fares are reimbursable when required for travel on official state business. The request must be documented with a receipt. The use of public transportation is reimbursable for actual costs with a receipt.

